

Chief Development Officer - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Understands and applies the principles of marketing in developing new business for the organization, including customers, increased account relationships with current customers, and introduction of new products, services and access facilities

Knows how to construct a strategic Business Plan, including input from stakeholders (board of directors, senior managers, opinion leaders, customers, etc.) and communicate plan elements to various operating units of the organization

Knows the operating components of various administrative functions -- personnel, marketing, wordprocessing, training -- and establishes goals and standards for each function

Knows exactly what a organization is, how it operates, and what it is trying to accomplish

QUALITY OF WORK:

Establishes strategic goals and action plans for every administrative department and ensures that targets are met in a timely manner

Maintains a management information system that has the capabilities to monitor and measure each operating unit reporting to this senior manager

Prepares informative, accurate, and timely reports for the board of directors as might be directed by the CEO

Represents the organization, in a professional manner, to customer groups, and other external functions

Keeps informed about general financial industry trends and incorporates appropriate data and information into organization operations

QUANTITY OF WORK:

Performs all assigned tasks on schedule and maintains a project scheduler to track progress of projects (i.e., new branch development, customer recruitment, installation of equipment, etc.)

Spends adequate amount of time on projects and departmental challenges to assure schedules are met, problems are resolved, and new challenges are started with sufficient lead time

LEADERSHIP:

Builds a team concept within all Departments of the Development Division

Provides the direction and the support necessary to motivate and encourage sound performance

Takes a stand on issues and problems; works cooperatively with others to resolve issues

PROFESSIONALISM:

Supports the organization Mission Statement, goals and objectives

Sets and maintains a professional image and demeanour

Takes personal responsibility for work ethic, attitude and behaviours

Adheres to the organization's dress code and personal grooming policy

Represents the organization in a professional manner to outside groups, at business meetings and other gatherings